

# Major Incident Notification

## 327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the University of Maryland, Baltimore Police Department in determining when, how and to whom notification of major incidents should be made.

## 327.2 POLICY

The University of Maryland, Baltimore Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed. This policy does not address alerts (see Policy 317 – Public Alerts for details involving the dissemination of alerts).

## 327.3 CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police, the Deputy Chief of Police, the Bureau Commanders and the Shift Commander. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification)
- Homicides, suspicious deaths or deaths related to law enforcement activity
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- At risk missing children or endangered missing adults
- Missing University related persons, on or off campus
- In-custody deaths
- Aircraft, train, boat or other transportation accidents with major damage and/or injury or death
- Traffic accidents with fatalities or severe injuries
- Death of a prominent Baltimore official
- Significant injury or death to a member of the Department, whether on- or off-duty
- Arrest of a member of the Department or prominent Baltimore official
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic police services
- Any other incident, which has or is likely to attract significant media attention

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#### **327.4 SHIFT SUPERVISOR RESPONSIBILITIES**

The Shift Supervisor is responsible for making the appropriate notifications to the Shift Commander or on-call Lieutenant. The Shift Supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notifying the Shift Commander or on-call Lieutenant,, and shall attempt to make the notifications as soon as practicable. Notification shall be made by using the call notification protocol. Once the Shift Commander or on-call Lieutenant obtains the appropriate information from the Shift Supervisor, he/she shall notify the Operations Bureau Commander to inform him/her of the incident.

##### **327.4.1 COMMAND STAFF NOTIFICATION**

In the event an incident occurs as identified in the Criteria for Notification section above, the Chief of Police shall be notified along with the Deputy Chief of Police and affected Bureau Commander. For example, if a homicide occurs within the department's jurisdiction, the Shift Supervisor shall notify the Shift Commander or on-call Lieutenant, who will be responsible for notifying the Operations Bureau Commander. The Operations Bureau Commander will in turn notify his/her superior of the incident. The ultimate goal is to expeditiously notify the Chief of Police, through the chain of command, of the incident.

##### **327.4.2 INVESTIGATOR NOTIFICATION**

If the incident requires that an investigator respond from home, the Shift Commander or immediate supervisor of the appropriate detail shall be notified, who will then contact the appropriate investigator.

##### **327.4.3 OPERATIONS BUREAU NOTIFICATION**

In the event of a major injury or traffic fatality, the Shift Commander shall be notified, who will then contact the appropriate investigator. The Shift Commander will also notify the Operations Bureau Commander of the incident.

##### **327.4.4 PUBLIC INFORMATION OFFICER**

If it appears that an emergency alert should be disseminated to the UMB campus community, or if it appears the media may have a significant interest in the incident, the Public Information Officer shall be notified accordingly to address these issues. Procedures outlined in Policy 317, entitled Public Alerts, will be followed when disseminating information involving Campus Crime Alerts.